

To: Nelson, Eric[nelson.ericp@epa.gov]; Hoang, Yen[Hoang.Yen@epa.gov]; DeMeo, Sharon M.[Demeo.Sharon@epa.gov]; Gaito, Danielle[Gaito.Danielle@epa.gov]; Beck, Erik[beck.erik@epa.gov]; Stein, Mark[Stein.Mark@epa.gov]; Houlihan, Damien[houlihan.damien@epa.gov]; Webster, David[Webster.David@epa.gov]
Cc: Rodriguez, Andres[Rodriguez.Andres@epa.gov]; Giffen, Tom[Giffen.Tom@epa.gov]; Woo, Ed[Woo.Ed@epa.gov]
From: King, John Paul
Sent: Fri 2/15/2013 5:08:27 PM
Subject: Merrimack Station NEW and SECURE Location

All,

As you will read in Andres email, all Merrimack Station's folders/files have been transferred to a secure location **Q:\Groups\ Merrimack Station**. Additionally, all of you have permission to access the Merrimack Station folder, so there is no password required. You all also have rights to add, delete and modify all documents. If and when more staff need to be granted access, that can be easily done.

Here forward, please access **ONLY** the Q:\Groups\Merrimack Station folder to add, delete and modify all documents. The Merrimack Station folder on the Q:\Share needs to be deleted, so please verify documents you have worked on have been transferred to Q:\Groups. I realize thousands of files are involve, so perhaps you can check the transfer by "strategic sampling." Let's try to verify the transfer by Wednesday of next week.

I'm going to have direct you to Andres if you have any technical questions or difficulty accessing Q:\Groups. Any file management questions or comments can be directed to me.

The Merrimack Station Permit group thanks Andres, Tom and Ed for setting up the secure site for us in so quickly.

John

----- Forwarded by John King/R1/USEPA/US on 02/15/2013 11:47 AM -----

From: Andres Rodriguez/R1/USEPA/US
To: John King/R1/USEPA/US
Cc: Tom Giffen/R1/USEPA/US
Date: 02/15/2013 11:44 AM
Subject: Request to Move Data to Secure Folder

John,

I copied the Merrimack Station Folder from **Q:\Share** to **Q:\Groups\ Merrimack Station** and gave the following people (from your list) full rights to folder as you requested. Nobody else has rights to folder. As we discussed today, please have them check and verify data before I DELETE folder on q:\share. I won't do anything until I hear back from you. If correct, please have them use data from q:\groups from now ON.

The following file couldn't be copied to new location

But, I was able to open PDF file and save to new location. Please have Mark verify data

